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4 March 1946

CENTRAL INTELLIGENCE GROUP

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C.I.G. ADMINISTRATIVE ORDER [REDACTED]

ACTIVATION OF THE CENTRAL REPORTS STAFF

Reference: N.I.A. Directives [REDACTED]

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1. Pursuant to N.I.A. Directive [REDACTED] the Central Reports Staff is hereby established, to be organized in accordance with the attached chart. The Office of the Chief, C.R.S., the Secretary, C.R.S., and the Chief, Estimates Branch, and the entire Current Branch will be activated without delay. The remainder of the Staff will be activated as soon as permanent quarters become available.

2. The Chief, Central Reports Staff, shall be responsible to the Director of Central Intelligence for the preparation, substantive content, and appropriate dissemination of all intelligence reports produced by the Central Intelligence Group pursuant to paragraph 3-a of the President's directive of 22 January 1946 and to N.I.A. directives.

3. One Assistant to the Chief, C.R.S., shall be designated by each permanent member of the Intelligence Advisory Board.

In distinction from other C.R.S. personnel, who, in accordance with N.I.A. Directive [REDACTED] shall be assigned to C.I.G. and responsible to the Director of Central Intelligence, these Assistants shall be assigned to the offices of the permanent members of the I.A.B. and responsible to them, although detailed to serve full-time with the Chief, C.R.S. They shall:

a. Represent the interests of their respective members of the Advisory Board in the operations of the Central Reports Staff.

b. Represent the Central Reports Staff in its relations with their respective agencies.

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c. Assist the Chief, C.R.S., in:

(1) The formulation of directives to the Branches of C.R.S. and of requests upon departmental agencies for essential information.

(2) The review of summaries, estimates, and studies prepared by the Branches of C.R.S.

(3) The recommendation of appropriate dissemination of such summaries, estimates, and studies.

Although it shall be the endeavor of the Chief, C.R.S., and his Assistants to effect such reconciliation of conflicting departmental estimates as to obviate disagreement at the level of the Intelligence Advisory Board, unanimous concurrence shall not be required, it being the responsibility of the Chief to determine the position to be taken in the C.R.S. report in accordance with the weight of the evidence or of opinion. In all cases of important disagreement, however, the substance of the disagreement shall be reported.

4. The Secretariat, C.R.S., shall function in general as an executive office. Although responsible directly to the Chief, C.R.S., through the Secretary, it shall provide secretarial services to the Branches of C.R.S.

5. The Current Branch shall prepare periodical summaries of current information and intelligence based upon departmental cables and other current reports worthy of special dissemination.

6. The Estimates Branch shall prepare special estimates of foreign situations and of the capabilities and intentions of foreign powers. These estimates shall be based on the evaluation, integration and interpretation of departmental estimates.

Administratively, the internal organization of the Estimates Branch shall be functional rather than geographic. However, regional experience of personnel will be considered in

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determining their assignments, with a view to maintaining a proper balance of regional experience within each subdivision.

The normal method of operation will be by appropriate task groups, designated by the Chief of the Estimates Branch in accordance with specific problems.

SIDNEY W. SOUERS

Director

Encl. Chart

Distribution:

Intelligence Advisory Board  
All C.I.G. Personnel

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Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050003-6

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CONFIDENTIALCOPY NO. 4620 April 1946CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER  
(Revised) \*

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ACTIVATION OF THE CENTRAL REPORTS STAFF  
Reference: N.I.A. Directives

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1. Pursuant to N.I.A. Directive [REDACTED] the Central Reports Staff is hereby established, its initial strength to be as authorized in N.I.A. Directive [REDACTED] Appendix "A".

2. The Chief, Central Reports Staff, shall be responsible to the Director of Central Intelligence for the preparation, substantive content, and appropriate dissemination of all intelligence reports produced by the Central Intelligence Group pursuant to paragraph 3-a of the President's directive of 22 January 1946 and to N.I.A. directives.

3. One Assistant to the Chief, C.R.S., shall be designated by each permanent member of the Intelligence Advisory Board. In distinction from other C.R.S. personnel, who, in accordance with N.I.A. Directive [REDACTED] shall be assigned to C.I.G. and responsible to the Director of Central Intelligence, these Assistants shall be assigned to the offices of the permanent members of the I.A.B. and responsible to them, although detailed to serve full time with the Chief, C.R.S. They shall:

- a. Represent the interests of their respective members of the Intelligence Advisory Board in the operations of the Central Reports Staff.
- b. Represent the Central Reports Staff in its relations with their respective agencies.
- c. Assist the Chief, C.R.S., in:
  - (1) The formulation of directives to the subdivisions

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\* All copies of previous C.I.G. Administra dated 4 March 1946 should be destroyed

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of C.R.S. and of requests upon departmental agencies for essential information.

(2) The review of summaries, estimates, and studies prepared by the subdivisions of C.R.S.

(3) The recommendation of appropriate dissemination of such summaries, estimates, and studies.

Although it shall be the endeavor of the Chief, C.R.S., and his Assistants to effect such reconciliation of conflicting departmental estimates as to obviate disagreement at the level of the Intelligence Advisory Board, unanimous concurrence shall not be required, it being the responsibility of the Chief to determine the position to be taken in the C.R.S. report in accordance with the weight of the evidence or of opinion. In all cases of important disagreement, however, the substance of the disagreement shall be reported.

4. On assignment to the Central Intelligence Group and detail to the Central Reports Staff, the remaining personnel authorized in N.I.A. Directive [REDACTED] Appendix "A", shall be responsible to the Chief, C.R.S. They shall be selected with a view to obtaining a proper balance of regional and functional specialization. The internal organization of the Central Reports Staff shall be effected in a manner calculated to utilize the resources inherent in this group as a whole in the preparation of both periodical summaries and special estimates. During the period of activation the Chief, C.R.S., is authorized to organize the personnel then present as he may consider most expedient for the accomplishment of the tasks then undertaken, keeping the Director of Central Intelligence informed. When the Staff has been fully activated, he will submit to the Director a formal plan of organization based on experience for approval and publication.

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5 The initial task of the Central Reports Staff shall be  
the production of a daily summary in accordance with paragraph  
4-a of N.I.A. Directive [redacted]

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SIDNEY W. SOUERS,  
Director.

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12 April 1946

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MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Subject: Proposed Revision of C.I.G. Administrative [REDACTED]

1. The draft of proposed revision of Administrative [REDACTED] by the Acting Chief, Central Reports Staff, of 3 April 1946 to Admiral Souers, has been reviewed pursuant to instructions.

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2. It is believed that the draft should not be approved for the following reasons:

a. The mission of the Central Reports Staff is not clearly nor fully defined. For example, it does not specifically designate the Chief's responsibility for determining the necessity for situation estimates and for initiating appropriate action. A revision of the proposed draft would be required to correct this.

b. The draft provides for an influx of a large number of personnel, subject to no scheme of organization. The approved organization is rejected, although it has not been tried out.

c. No clear necessity for the paper is seen. Additional flexibility can be obtained as outlined in paragraph 3 below. Revision of C.I.G. Administrative [REDACTED] should wait until the Central Reports Staff is prepared to propose a specific change in organization, based on operating experience.

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3. Any handicaps due to the rigidity of C.I.G. Administrative Order [REDACTED] could be obviated by the issuance of the following instructions to the Chief, Central Reports Staff:

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"a. In the organization, operation, and planning of your Staff, pursuant to C.I.G. Administrative [REDACTED] you are authorized such flexibility of assignment and use of personnel as you deem necessary, subject to fulfilling the functions outlined in paragraphs 4 to 6 inclusive.

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"b. You will submit a revised plan of organization for approval if experience indicates one desirable."

4. It is recommended that:

a. The proposed revision not be approved.

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b. That instructions, substantially as proposed in paragraph  
3 above, be issued to the Acting Chief, Central Reports Staff.

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[REDACTED]  
Captain, USN  
Acting Chief, Central Planning Staff

CC: Secretary, NIA  
Central Files (2)

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18 April 1946

MEMORANDUM FOR ADMIRAL SOUERS

SUBJECT: Recommendations by the CIG Council. 25X1A  
ENCLOSURE: Proposed Revision of CIG Administrative Order [REDACTED]

At its meeting this morning the CIG Council unanimously agreed to recommend that you approve:

- a. The policy that the chiefs of the component parts of the CIG, in the performance of assigned missions, shall be responsible for the organization and administration of their respective subdivisions as they deem necessary and appropriate.
- b. Subject to approval of a above, the enclosed revision of CIG Administrative Order [REDACTED] prepared by the Chief, C.R.S. 25X1A

"SIGNED"

JAMES S. LAY, JR.  
Secretary, N.I.A.

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20 Nov 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]  
(revised) \*

ACTIVATION OF THE CENTRAL REPORTS STAFF

Reference: N.I.A. Directive [REDACTED]

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3. One Assistant to the Chief, C.R.S., shall be designated by each permanent member of the Intelligence Advisory Board.

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\* All copies of previous CIG Administrative Order dated 4 March 1946, should be destroyed by burning.  
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4. On assignment to the Central Intelligence Group and detail to the Central Reports Staff, the remaining personnel authorized in N.I.A. Directive No. 2, Appendix "A", shall be responsible to the Chief, C.R.S. They shall be selected with a view to obtaining a proper balance of regional and functional specialization. The internal organization of the Central Reports Staff shall be effected in a manner calculated to utilize the resources inherent in this group as a whole in the preparation of both periodical summaries and special estimates. During the period of activation the Chief, C.R.S., is authorized to organize the personnel then present as he may consider most expedient for the accomplishment of the tasks then undertaken, keeping the Director of Central Intelligence informed. When the Staff has been fully activated, he will submit to the Director a formal plan of organization based on experience for approval and publication.

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6. The initial task of the Central Reports Staff shall be  
the production of a daily summary in accordance with paragraph  
4-a of N.I.A. Directive [REDACTED]

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SIDNEY W. SOUERS,  
Director.

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